

Please ensure all relevant fields are completed.  
This form is to be used when providing instructions for a telegraphic transfer order.

**Sender's Details**

Title	Given Name(s)	Phone Number
Surname	Residential Address	
Account Number	Suburb	State Post Code
Expected Frequency of Future Transactions	Expected Amount of Future Transactions	
Source of Funds*	Purpose of Payment	

**Beneficiary Details**

Beneficiary Name	Beneficiary Phone Number
Beneficiary Address (No PO Box)	Relationship to Beneficiary
Suburb State Post Code	Beneficiary Tax ID (For South American Currencies)

**Beneficiary Bank Details**

Beneficiary Bank Name	Account Number or IBAN
Beneficiary Bank Address (No PO Box)	Beneficiary Branch/ SWIFT/Bank Code
Suburb State Post Code	Reason for Telegraphic Transfer

\*Source of Funds examples: salary, property sale, rent, savings, etc.

## Optional Information

Message to Receiver (max 40 characters)

Special Instructions (optional)

## Payment Details

Date

Foreign Currency Total Foreign Currency Amount

Foreign Amount in Words

Exchange Rate

AUD Equivalent in Figures

## Warning – Protect Yourself From Fraud and Scams

Do you know who you are sending money to?

When you send money, **you should be absolutely certain that you know who your receiver (the beneficiary) is and what the transfer will be used for.** Fraudsters and scammers target people using any means they can, often pretending to be from the government, banks or trusted organisations. Most scams are perpetrated by scammers contacting the victim online or via a telephone call.

If this payment is in relation to a recent online or telephone communication, are you satisfied that this is a legitimate payment request? If in doubt, please check or seek out independent assistance. Some examples where **you should exercise caution before proceeding with a transfer** include:

- ▶ To an individual you have only met online and not in person (for example, an online dating app).
- ▶ For an emergency situation you have not confirmed.
- ▶ For an online shopping purchase.
- ▶ For a deposit or payment into a pyramid or investment scheme.
- ▶ For anti-virus protection.
- ▶ For a deposit or payment on a rental property.
- ▶ For a charity donation.
- ▶ To resolve an immigration or visa matter.
- ▶ To claim lottery or prize winnings.
- ▶ To pay taxes.
- ▶ To pay for something in response to a telemarketing call.

Please note that in processing an international transfer, **we will only rely on the bank account number and beneficiary bank details** you provide. **We do not rely on the bank account name.** You should check the details provided carefully because if the payment is paid to an incorrect account and/or beneficiary, it may not be possible to recover it. Please note that we do not check that the payment details are correct or that the account name matches the account number. If you transfer money, the person you are sending it to gets the money quickly. After the money is paid, we may not be able to seek a refund, even if you are the victim of fraud, except under limited circumstances. If you are unsure, please speak to one of our friendly team members or visit [www.scamwatch.gov.au](http://www.scamwatch.gov.au).

## Acknowledgment

I confirm, acknowledge and agree that:

- ▶ These telegraphic transfer (“TT”) services are provided to you by **[insert Financial Institution name]**.
- ▶ Where applicable, fees may be associated with this TT request. In sending the TT, the services of certain correspondent, intermediary and beneficiary banks may be used to forward and process the transfer requests. The correspondent, intermediary and beneficiary banks may impose their own additional fees which may be deducted from the amount received by the nominated beneficiary.
- ▶ I have read and understood the warning in section 6.
- ▶ I have checked the bank account number and the beneficiary bank details are correct. This payment is undertaken at my own (sender’s) risk and **[insert Financial Institution name]** disclaims all liability whatsoever for any delay, mistake, misinterpretation of instruction or omission which may occur with this TT.
- ▶ I may be required to provide additional information regarding this payment, and I agree that all information may be passed on by us to **[insert Financial Institution name]** to third parties as appropriate.

Name

Signature

Date

### Office Use Only

Staff Name

Branch Name

Agent Code

Phone Number